



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 11/20/13	Interviewer: Laura Eckert	RFA #13 – 47
Person(s) Requesting Assistance: [REDACTED] and [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/20/13	LE t/c w [REDACTED]	<p>Laura took a call from [REDACTED] regarding a communication issue between [REDACTED] a new employee, and [REDACTED], [REDACTED] faculty. [REDACTED] mediated the situation.</p> <p>After [REDACTED] email of 11/20/13 indicating she wanted to file a complaint, SGS emailed back describing the role of the EOO and indicating that if her issue dealt with EO protected characteristics, then she could file a complaint.</p> <p>Laura asked if there was an EO protected characteristic issue, and [REDACTED] indicated that she would get back to LE if such an issue arose. Laura told [REDACTED] that if there is not an EO issue here, than this a leadership issue for [REDACTED] to work with Chyerl Wolfe-Lee's guidance.</p>

